

# the mid-atlantic archivist

a publication of the  
Mid Atlantic Regional  
Archives Conference (MARAC)

Volume 4      Number 4      October 1975

## Fall In Philadelphia

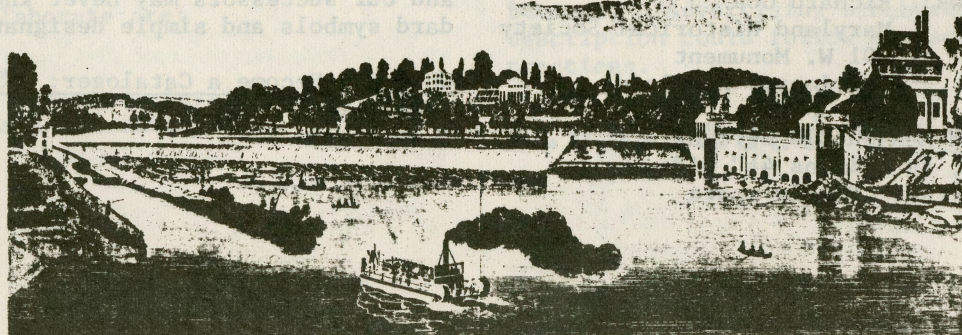
Beat the Bicentennial crowds! Come to Philadelphia now! MARAC's fall conference will be held at the Sheraton Hotel, October 3 and 4. The Sheraton is centrally located on John F. Kennedy Boulevard between 17th and 18th Streets - the map in the back shows how easy it is to get there. If you have a car, there is free parking for guests registered at the hotel. Rates begin at \$22 for a single room and \$29 for a double.

The program will be similar to other MARAC meetings, although for the first time, this meeting will be shorter - officially starting at 2:30 Friday afternoon. There will be sessions for all levels. The topics include beginners' procedures for archives and manuscripts, genealogy, local history collections, the handling of non-archival materials, security and the preparation of documents for exhibit. There will be a business meeting followed by a party on Friday night.

In addition, some added attractions are planned. On Friday morning, for a \$5 fee, you have the option of attending any one of eight Society of American archivists sessions, including two all-day sessions, one on conservation and one on grants. If you are not planning to come to the national conference being held from September 30 to October 3, this is a unique opportunity to see and learn from the SAA. If you wish, you may also lunch with the SAA on Friday for \$7.50.

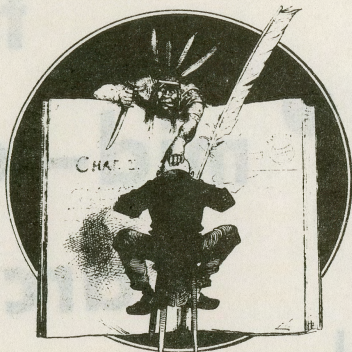
On Saturday, you are invited to the Bucks County Historical Society in Doylestown, Pennsylvania for a program emphasizing their facilities and the problems of small archival operations. A special bus will leave from the hotel in the morning and bring you back in the afternoon - lunch is included in the \$6 cost. Or you may stay in Philadelphia, where the morning programs will be held at the Sheraton, while the Historical Society will sponsor lunch (\$4) and the afternoon sessions.

You will soon receive the tentative program and registration materials. Philadelphia awaits you!





The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for \$3.00 per annum. Write: Mary Boccaccio, Treasurer, MARAC, McKeldin Library University of Maryland, College Park, Maryland, 20742. Newsletter correspondence should be addressed as follows:



#### EDITORIAL BOARD

Elsie Freeman Freivogel-- National Archives  
Donald F. Harrison-- National Archives  
Frank Tusa-- Montgomery College

Editor: Mary Boccaccio  
Maryland Room, McKeldin  
University of Maryland  
College Park, Maryland 20742

Oral History: Martha Ross  
History Department  
Francis Scott Key Hall  
University of Maryland  
College Park, Maryland 20742

Technical Notes: Paul Mucci  
506 Prince Street  
Alexandria, Virginia

Book Reviews: Richard Cox  
Maryland Historical Society  
201 W. Monument  
Baltimore, Maryland

Items submitted to M-A-A should be single spaced, no indentation, in columns 4½" wide, written on pica typewriter. Double space between paragraphs.

## Volkersz - Cataloguing

continued  
from July

The simplest arrangement for housing ephemeral materials is in vertical files (standard 4 or 5 drawer office filing cabinets, legal size preferred), labeling drawers with the name or type of collection. An optional method is to use document (Hollinger) cases or pamphlet boxes.

Separate vertical file collections can be set up for biography, local history, genealogy, pictures organizations, family data, cities and towns, etc. Within each category, files can be subarranged. For example:

--an alphabetical file can be subarranged by date, place, title, subject, or political jurisdiction

-- a geographical file can be subarranged by  
State: United States -- New York  
Region: New York -- Long Island  
County: New York -- Kings County

Town: Suffolk County -- Brookhaven  
School District: Huntington -- 1st Central  
School District  
Electoral District: New York -- 5th Assembly District  
Date: Queens -- 1776

-- a chronological file can be subarranged in various ways  
1775 -- Philadelphia

-- subject files can be subarranged in many ways, such as:  
Elections -- Sayville -- 1774

It is advisable to use a consistent arrangement employing standardized names of persons, organizations, places and subjects. To avoid confusion and possible duplication of files, consult biographical dictionaries and directories, gazetteers and use a standard subject heading list (for example: Library of Congress or Sears List of Subject Headings, or follow a standard library index such as Readers' Guide to Periodical Literature.

Second Suggestion -- Avoid abbreviations, because we tend to forget what they stand for, and our successors may never know. Use standard symbols and simple designations.

When You Become a Cataloger: Simplified Cataloging



If you need some form of cataloging, consider some of the following items:

Finding Aids. To help the user locate materials and keep it neatly organized, a variety of tools can be prepared:

A. Card catalogs, which can be arranged:

1. alphabetically (known as a "dictionary" catalog), including authors, titles and subjects.
2. chronologically
3. separate author, title, and subject
4. separately for manuscripts, printed ephemera and books

B. A manuscript or archival finding aid

C. A standard or special bibliography or list as mentioned previously

D. A loose-leaf list or index

Third Suggestion -- Typed lists are out-of-date at the moment of completion. Consider making a more flexible finding aid which allows for additions, changes and deletions.

Cataloging. Use a standardized approach to list names, organizations and categories. Some traditional publications which may be helpful include:

The Anglo-American Cataloging Rules

National Union Catalog of Manuscript Collections

Subject Headings used in the Dictionary Catalogs of the Library of Congress

(Minnie Earl) Sears' List of Subject Headings

Webster's Geographical Dictionary

Columbia-Lippincott Gazetteer of the World

Goode's World Atlas (Rand McNally)

Copies of most of these titles can be consulted in your favorite library, or ordered from book-stores.

Classification. There are many ways of numbering and arranging printed ephemera. Among the more formal and elaborate are:

A. Library methods

1. Library of Congress classification
2. Dewey Decimal Classification

B. Other. Some of these are probably more appropriate to your needs and are similar to self-arranging methods used before the cataloger ever came, and not really classifications. They are convenient forms of shelving and locating.

1. Special classification -- one already used elsewhere
2. Artificial -- one you make up yourself
3. Alphabetical
4. Numerical
5. Alphabetical-Numerical (the pros call this "alpha-numeric") a combination of letters and numbers, like the Library of Congress system F118, PR3527

Fourth Suggestion - A simple, consistent and flexible classification can bring many diverse types of material together.

Physical Arrangement. Your cataloging and classification may depend on the way you are able to handle and store collections. These may include: file folders, document cases, pamphlet boxes, vertical files, map cases, book cases or shelving.

Putting it Together: Going to Work

If you have a lot of different types of ephemera or objects, group and house similar materials together to begin with, and make a temporary listing or record. Formal accessioning by marking, stamping or perforating is probably not warranted for this type of material. It may also be detrimental to the text or pictures. Only if and when necessary should items be marked inconspicuously with pencil along borders, margins or other places where future erasures will not rub a hole through the text on the reverse.

Problem: You collect books, pamphlets and broadsides which you wish to bring together bibliographically.

Books: For the purposes of this guide we will assume that you have licked the problem of caring for the books.

Ephemera: Collections of uncataloged ephemeral material can be arranged in broad subject groupings, and cataloged under the subject, such as "Theater programs--New York City," "Political Buttons," "Advertising brochures," etc. Further description could follow manuscript cataloging practices.

continued on 7



# technical notes

by paul mucchi

## PASTE RECIPES

Continued from Vol. 4 No. 3

### Rice Powder(Starch)Paste

#### I. Five Parts Water to One Part Rice Starch<sup>6</sup> Without Supplement:

Metric: 500ml water to 100g rice starch.  
English: 1-1/4 pints(20 oz.)water to 4 oz. starch.  
Cook's: 2-1/2 cups water to 1 cup sifted starch.

#### II. Five Parts Water to One Part Rice Starch(as listed above)With 0.75%(by weight of total recipe)Methylcellulose Supplement:

Metric: 200ml water to 4.5 grams methylcellulose.  
English: 1/2-pint(8 oz.)water to 70 grains or 1/4-oz. Methylcellulose.  
Cook's: 1 cup water to 1 tablespoon Methylcellulose.

#### III. Optional Fungicide: (See comments and directions for wheat paste in Vol. 4 No. 3.)

#### IV. Cooking Time: 20 to 30 minutes.

#### V. Utensils are the same as those listed for wheat paste.

#### VI. Procedures:

##### A. Without Supplement

1. Bring 2 quarts of tap water to a boil in the saucepan.
2. At the same time bring 350ml of the required water to a boil in the bottom portion of the double boiler. (Add a little extra water to account for losses from heating.)

6. Rice powder or starch can be purchased in Chinese grocery stores and Talas.

7. The Dow trade name for methylcellulose is Methocel. I suggest grade A4C. (See Commentary for additional information.)

3. During the time it takes to bring the water to a boil in the two containers, weigh or measure the starch and place it in the top portion of the double boiler and gradually stir in 150ml water(at room temperature)and whip with the egg beater.

4. The balance of the water required(the 350ml coming to a boil in the bottom portion of the double boiler) is added when it comes to a heavy boil: pour it evenly but rapidly into the starch cream, stirring continually. Work rapidly to add the water as near the boiling point as possible.

5. Pour some of the boiling tap water from the saucepan(on a back burner)into the bottom portion of the double boiler and then assemble the utensil. Remove any excess tap water to provide a proper fitting for the top portion. (Replenish the boiling tap water in the bottom container as it evaporates.)

6. Place the assembled double boiler on a burner with a medium flame and cook for 20 to 30 minutes. Whip the mixture as you start the cooking and frequently stir during the cooking process. Keep the base of the top container submerged in boiling water.

7. Beat the hot paste with a bone folder or stainless steel whisk, place in a wide-mouth, screw-cap jar and allow to cool to room temperature, and then beat again. Use as is, or dilute as required.

#### B. With Methylcellulose Supplement

1. Prepare the methylcellulose powder or granules by first dispersing the(untreated)powder in 200ml of hot water(80°-90° C or 176°-194° F)using a Pyrex beaker for mixing. Stirring should continue until all particles are thoroughly wetted. Allow the mixture to cool. Then to complete solubilization, place the beaker in the freezer compartment of your shop refrigerator and chill to 0°-5° C or 32°-41° F and hold for 20 to 40 minutes within that temperature range. Stir the solution and set it aside(at room temperature)for use later(See step #8).

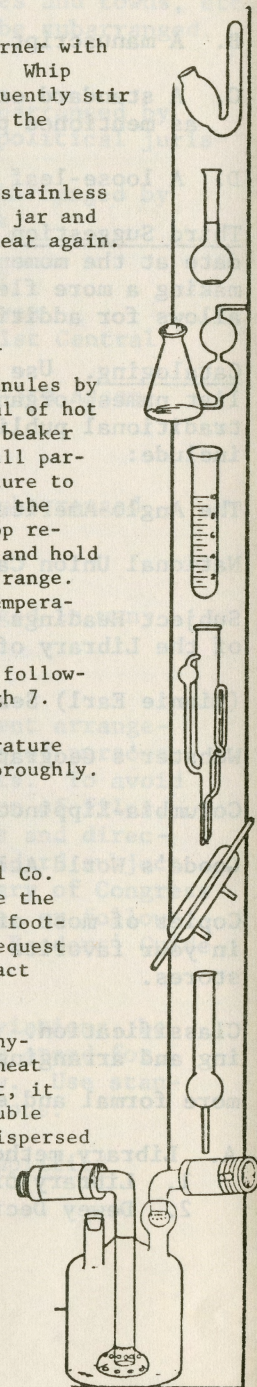
Proceed in making a 5:1 rice starch paste by following instructions provided in VI. A. #1 through 7.

8. After the paste has cooled to room temperature add the methylcellulose solution and beat thoroughly.

#### VII. Commentary:

Methylcellulose is manufactured by Dow Chemical Co. under the trade name Methocel. You should use the (U.S.P.)Premium grade, untreated powder. (See footnote #2 for the mailing address for Dow and request their Handbook On Methocel and samples. Contact Talas for purchasing small quantities.

Methylcellulose is a cellulose ester--a carbohydrate--and similar in chemical structure to wheat and rice starch and paper components. In fact, it is derived from cotton linters and wood. Soluble in cold water methylcellulose must first be dispersed





in hot water to prevent lumping. Its use on paper is consistent with the principle of reversibility but considered optional because it is a relatively new substance for conservation work and not sufficiently time-tested; however, it appears to be a reliable substance. Methylcellulose could conceivably slow down the processes that cause pastes to dry out and become brittle. Although methylcellulose is not an antimicrobial it can reduce to a limited degree attack by fungicides. Methylcellulose will improve the bonding strength of paste, especially the higher molecular weight grades.

Methocel grades A15, A4C and A15C increase in molecular weight, respectively. These grades appear to be the best choices for your experimentation with adhesive supplements. I find a formula with more than 1% (of total weight of recipe) in powder and/or more than 200ml water troublesome in one way or another. In the former, dissolution of the powder is incomplete and in the latter, the finished paste contains an excessive volume of water. The supplement formula I suggest, using Methocel A4C (a medium molecular weight grade) creates a smooth paste that is ideal for several mending operations. Methocel supplements can be used with either rice or wheat pastes.

Methocel powder if not handled properly could become a nuisance dust and in heavy airborne concentrations cause temporary mechanical irritation to your eyes and upper respiratory system. Apparently Methocel presents no significant health hazards.

## VI. Procedures

### C. 5:1 With PVOH Supplement

500ml Water to 100g Rice or Wheat Starch With 2% (by weight of total recipe) Poly(vinyl alcohol)<sup>8</sup>:

Metric: 200ml water to 12 grams PVOH supplement.

1. Prior to making the rice or wheat paste chill 200ml water in a Pyrex beaker in the freezing compartment of your shop refrigerator. (Allow the water to stand at 0°-5° C for several minutes.)

Bring 2 quarts of tap water to a boil in the saucepan.

2. Warm 1/2-quart of tap water in the bottom portion of the double boiler. This water will be used as a water-bath for a Pyrex beaker containing the poly (vinyl alcohol) powder which has to be heated to go into solution.

Weigh the PVOH powder and place it in another Pyrex beaker; add the ice-cold water and disperse the powder by stirring thoroughly. Place the beaker in the water-bath and gradually heat until the PVOH is completely dissolved.

When dissolved remove the beaker. Discard the tap water in the bottom portion of the double boiler and place 400ml of the required water into this container and bring to a boil.

3. While the water in the two containers (saucepan and bottom portion of the double boiler) is coming to a boil, weigh the starch, place it in the top portion of the double boiler and gradually add 100ml water (at room temperature). Stir into a roux and then add the poly

(vinyl alcohol) mixture and stir thoroughly. This mixture has a total of 300ml water and it will form a thick, creamy mixture. Whip with the egg beater or whisk.

4. The water coming to a boil in the bottom container (400ml) is added when it comes to a heavy boil; pour evenly and quickly and stir thoroughly. (A total of 700ml water has been added by this time: 200ml (ice-cold) to dissolve the PVOH; 100ml (room temperature) to make a rice or wheat starch roux, and 400ml (boiling) to initiate the cooking process.)

5. Add some of the boiling tap water from the saucepan into the bottom portion of the double boiler and then assemble the utensil. Remove any excess water to provide a good fit. Replenish the tap water in the bottom portion as it evaporates. Keep the saucepan filled with boiling water for this purpose.

6. Place the double boiler on a burner with a medium flame and cook for 20 to 30 minutes. Whip the mixture as you start the cooking. Keep the base of the top container submerged in boiling tap water throughout the cooking time. Stir frequently.

7. Beat the hot paste with a bone folder or a stainless steel spoon and pour it into a wide-mouth, screw-cap jar (or a pint crock and cover with Saran, aluminum foil and lastly the crock lid). Allow the paste to cool to room temperature and beat again. Store tightly-sealed and under refrigeration.

## VII. Commentary:

The water used to dissolve the supplement (in this and the other recipes) is not a factor in determining the percentage weight of PVOH.

PVOH supplement pastes should be used only when reversibility will never become a consideration. PVOH grades that we use are hot-water soluble. Paper fibers can be seriously damaged by soaking in hot water. Reversibility of adhesives should be done in cold water, actually water at room temperature. Since PVOH is a cold-water resistant substance, and since that characteristic is transferred to pastes in which it is used, its uses for backing and mending paper is questionable.

Poly(vinyl alcohol) powder will alleviate some of the shortcomings of paste. PVOH is considered as an optional supplement because of its uncertain stability. A synthetic resin polymer its cold-water solubility increases as its molecular weight decreases, but its bonding strength and tear resistance and cold-water resistance increase with higher molecular weight. I suggest a middle-weight grade, 71-30 (28-32 cps) for your experiments. This grade is listed in the JT Baker catalog under U228. PVOH powder should be slurried (dispersed) in cold-water before heating it to 90°-95° C for complete solution. PVOH supplement pastes should be stored in corrosion-resistant containers, such as glass.

This paste can be thinned at any time for different uses. Some conservators use this formula (or one close to it) for the modern tissue mending technique developed by Florentine craftsmen and conservators, although it might be more prudent to use a methylcellulose supplement.<sup>9</sup> (See formula for rice paste with Methocel A4C supplement.) The tissue mending formulae use rice starch.



PVOH supplement wheat paste can be very useful in bookbinding operations, where the paste will not come into direct contact with the text-block paper.

A 2% PVOH supplement is considered maximum. A 1.5% amount is suitable for general use. (This would mean 9 grams of powder in the 5:1 formula, and you can use the same amount of water to dissolve the powder (200ml) or reduce it to 150ml and use the extra 50ml to make a roux or leave it out if you wish a drier paste.)

8. The Dupont trade name for poly(vinyl alcohol) is Elvanol and it is manufactured in several viscosity or molecular weight grades. Send for their publication on Elvanol. Dow Chemical and Hercules Inc. also act as suppliers. Three grades are listed in the VWR Scientific catalog: JT U227, JT U228 and JT U229 (and increasing in molecular weight respectively).

9. It could be argued that since the PVOH paste is greatly diluted in the Florence mending technique, and since so little adhesive binds the mending tissue fibers to the paper that in some cases reversibility is not a problem, especially for undoing replaced corners. The Florence technique will be discussed in detail in Volume 5 of the *M-A-A Newsletter*, and after reading the article you can make tests to determine reversibility characteristics.

#### ADDENDA:

The formula presented in the article represents a minimum quantity of Magnesium carbonate. 14 grams of powder for each gallon of demineralized water (70g per 5 gallons or 18.9 liters of water) will produce a 0.38% solution of Magnesium bicarbonate. To increase the quantity of buffer reserve deposited within the paper being treated use 20 grams of Magnesium carbonate for each gallon of water (100g per 5 gallons) to produce a 0.53% solution.

Air will collect within the mesh of the Fiberglass insect screening and prevent thorough wetting of the paper being treated. One way to solve this problem is to punch a series of holes in the screening. Take a hammer and a 10mm or 3/8-inch diameter punch and punch several holes at random or to a pattern. Several sheets of screening can be punched at a time.

In the 18 months since I wrote the article I have been using a plastic carboy instead of glass, and I find the plastic container more economical to use (requiring less bubbling time than my cut-top glass carboy). Also, since the plastic carboy has a screw-cap some of the resistant granules that form during the bubbling will dissolve during storage. With a screw-cap carboy you can store the solution indefinitely.

The cost of Reagent-grade Magnesium carbonate powder is increasing at such a rapid rate that I have changed to National Formulary (NF) grade.



## Book reviews

*Archives in the Ancient World*, by Ernst Posner. Cambridge: Harvard University Press, 1972. 230 pp + 53 pp bibliography and index. \$10.00.

Record keeping among the civilizations which developed along the Fertile Crescent and Mediterranean Basin varied widely according to the role and function records played within the culture, as did the status of the record keepers themselves. Unearthed by archeological diggings, evidence of archival development in the ancient world is dependent on the types of implements used to store knowledge, with clay tablets surviving better than papyrus, leather, or wooden writing boards.

This information is provided in Ernst Posner's *Archives of the Ancient World*. Of interest to members of the archival profession interested in the history of record keeping, Posner's book is also valuable for historians of the ancient world, Mesopotamia, Egypt, Greek and Roman Empires, presenting an overall view of record keeping, and the archivists' position in the political, economic, religious, and social life of the culture in which they resided. Based on secondary sources, Posner's facile style and the logical manner in which the book is divided into chapters makes for cogent reading. Those who wish to go further into the sources will have to have a reading knowledge of German and French. Bibliographic sources are provided in the back of the book.

As an example of Posner's tongue in cheek remarks scattered throughout the volume, Posner says at one point that "Erik F. Schmidt, famous excavator of the Persepolis Palace, found it absurd to store administrative records, martial equipment, and tableware in the same room; apparently he was not aware that empty shelves in archival repositories have always attracted unwelcome tenants." (p. 122).

Alan L. Bain  
Smithsonian Institution Archives



**Pamphlets:** You have foreign language pamphlets, historical pamphlets, and scrap books, all of which you wish to keep in separate groups.

1. You can describe each of these as a manuscript collection, housing them on a shelf or document case. The description might read: "A Collection of Foreign Language Pamphlets, ca. 1889-1945," or "New York Historical Pamphlet Collection, ca 1925-1937."

2. To treat pamphlets individually within each category, assign each pamphlet collection a fixed number. 1/15 might indicate that it is the 15th pamphlet added to your historical pamphlet collection. 2/7 might indicate that it is the 7th pamphlet in your foreign languages pamphlet collection. Should there be a need for shelving pamphlets chronologically, add the imprint date. Consequently, 1/1753/15 would indicate the 15th pamphlet printed in 1753 in your historical pamphlets collection.

All pamphlet type materials can be assigned an artificial number, creating collections of like materials.

If you are making a card catalog, prepare at least two identical cards

- one of these goes into a general alphabetical card catalog
- the other one goes into a shelf list, which is a file representing the order in which your materials are kept on the shelf or in the files, such as your accession number order, call number order, alphabetical order.

In a general card catalog pamphlet and broadside materials are brought together, leading your users to a variety of materials on the same of similar topic, regardless of format.

Your shelf list acts simultaneously as an inventory control file and a specialized bibliographic research tool. You may be asked for all materials printed in a certain period, all your photo albums, or all the ballads in your collections.

**Fifth Suggestion**--Don't use color coding or colored cards: not only may you forget the magic code, but if you ever photoduplicate the cards all color effectiveness goes out of your catalog. In addition, colored stock often does not duplicate well.

**Broadsides.** Using cards, you can assign each clipping file or picture collection a fixed number, which goes on the folder as well as on each copy of your card. The folders interfile alphabetically in the drawer. One of the cards interfiles in the card catalog, and one files alphabetically in the appropriate shelf list.

For example, you have clippings and ephemera about Robert Moses which you wish to save. Label your folder with the collection number, say 44. Your cards might read the same, or

Moses, Robert, 1888-  
44--New York Ephemera Collection

To file pictures and photograph of Mr. Moses and others you may wish to establish a Picture Collection. Your cards might read:

Moses, Robert, 1888-  
45--Picture Collection

Other ephemera collections you can establish, in addition to the many mentioned already, are Literary, Historical, Political and Social Movements, Bibliographical, Black Genealogy or Woman's History Ephemera Collections.

**Sixth Suggestion**--If your existing policies and procedures already work well, use them. There is no single correct way of handling printed ephemera and small objects. Try to keep it simple, whatever you decide.

#### Putting it Away: Preservation and Conservation

The art of preservation and conservation is still in its infancy, but at the same time it is highly complex and technical. For beginners, there are some rules-of-thumb. Proper housing, lighting and atmospheric conditions are crucial to preservation.

**Housing.** The preferred way of filing and shelving ephemeral material is no different than that of manuscript and book collections. Use acid free folders and papers, acid free document cases, and place photographic materials in special envelopes. Remove all fasteners (paper-clips, pins, tec.), because paper will eventually tear regardless of the fastener used. Remove newspaper clippings, because they transfer acid stain. Flatten and unfold materials as much as possible. Use no magic or other tape. The professionals recommend pure starch paste and rice paper for simple repairs and mending. If materials are seriously deteriorating, consider microfilms; or single items can be photocopied on 100% rag bond. Binding brittle paper may further damage it--instead, enclose your item in a loose jacket of acid free paper and slip it altogether in an acid free envelope. Try to have the glue joint of the envelope against the backside of your materials -- there is a slight possibility that the glue is acidic and will stain.

**Lighting.** Keep materials preferably in the dark, and definitely away from bright sunlight. Lighting should be shielded.



Environment. Library and archival materials prefer temperatures between 60 and 65 degrees, with a humidity of about 50%. No airconditioning or heating should exhaust directly onto your holdings, and temperatures and humidity should be evenly distributed throughout your stacks.

By perusing some of the professional journals listed in the bibliography you will become more familiar with preservation issues and read advertisements of suppliers.

#### Further Sources

##### On handling ephemera.

Shirley Miller, The Vertical File and its Satellites; A Handbook of Acquisitions, Processing and Organization. Littleton, Colorado, Libraries Unlimited, 1971.

Evert Volkersz, "Neither Book nor Manuscript: Some Special Collections." Library Resources and Technical Services, Vol. 13, Fall 1969, p. 493-501.

Jean Riddle Weihs, Shirley Lewis, Janet Macdonald, Nonbook Materials: the Organization of Integrated Collections. Ottawa, Canadian Library Association, 1973.

##### On basic archival and manuscripts practices

Ruth R. Bordin and Robert M. Warner, The Modern Manuscript Library. New York, Scarecrow, 1966.

"College and University Archives: A Select Bibliography." American Archivist, vol. 37, January 1974, p. 67-72.

Frank B. Evans et.al, "A Basic Glossary for Archivists, Manuscripts Curators and Records Managers," American Archivist, vol. 37, July 1974, p. 415-433

For information about ordering these American Archivist articles, write to the SAA Treasurer, 1627 South Broad Street, Philadelphia, PA. 19109

Lucile M. Kane, A Guide to the Care and Administration of Manuscripts. 2nd ed. Nashville, Tennessee, American Association for State and Local History, 1966. Second Printing, 1972.

##### Useful periodicals and organizations

American Archivist. The Society of American Archivists, the Library, P.O. Box 8198, University of Illinois, Chicago Circle, Chicago, Illinois 60680.

History News. American Association for State and Local History, 1315 Eighth Avenue, South, Nashville, Tennessee 37203. The AASLH publishes many other useful publications.

Special Libraries. Special Libraries Association, 235 Park Avenue South, New York, NY 10003

Post-Suggestion--Writing a Guide is hazardous. Your comments, observations, and suggestions for improvement are invited. Please forward these to Evert Volkersz, Special Collections Librarian, SUNY Library, Stony Brook, New York 11794. Telephone: 516-246-3615.

## the wandering archivist

by  
mary  
boccaccio



The Washington, D.C., Temple of the Church of Jesus Christ of Latter-day Saints, sheathed in Alabama white marble, rises majestically over the green hills of Maryland near Exit 20 on the Washington Capital Beltway (Interstate 495). The recently completed structure will be the 16th worldwide temple.

The Temple, with its nine levels, is equivalent in height to a commercial building of 16 stories.

The site was acquired by the Church in 1962 and ground was broken and the site dedicated in services December 7, 1968. Construction began in early 1971.

The Temple itself is 248 feet long, 136 feet wide, and has a total area of 160,000 square feet. The statue of the Angel Moroni atop the eastern spire is 288 feet above the ground.

There is enough Alabama white marble on the construction to cover 3 1/2 football fields.

Associated with this temple is the Genealogical Society of the Church of Jesus Christ of Latter-day Saints in Salt Lake City, Utah. Although the Society was founded in 1894 primarily to assist members of the Church in compiling genealogical information, its facilities are available to the general public.



The Society is engaged in one of the most comprehensive genealogical records-gathering programs ever known. In locations the world over, more than sixty microfilm photographers are filming records -- parish registers, marriage and probate records, census returns, deeds, land grants, cemetery records, and other sources of genealogical value.

More than 130,000 volumes of family genealogies, genealogical periodicals, and published and manuscript histories of towns, counties, states and countries are available. Over four hundred new volumes are added to this valuable collection each month. More than 750,000 one-hundred-foot rolls of microfilm have been accumulated, representing the equivalent of over three million printed volumes of three hundred pages each. Under the Society's Record Tabulation Program, hundreds of completed parish records are completely indexed and printed out in alphabetical order with the names arranged chronologically. Thus, they are available for study, and a search of a parish record for a given person can be made quickly and with little effort. The library has a collection of over six million genealogical records of individual families compiled by members of The Church of Jesus Christ of Latter-day Saints. The genealogical information contained in this family group record collection, known as the archives, has been recorded on convenient forms filed in the Library in looseleaf binders. The forms-family group records -- include space to record the full names of all members of a family unit and the corresponding dates and places of birth, marriage, death, and burial. Information such as the source used to compile the record and any necessary explanations are also included. The family group record collection is available to the public in open stacks, with convenient reading tables provided.

On file at the Society are over thirty million index cards containing the names and genealogical data of both living and deceased members of the Church of Jesus Christ of Latter-day Saints and many of their relatives and ancestors. Preparation of a request slip by the patron makes available desired ancestral information contained in this vast file -- the Temple Records Index Bureau of TIB.

Skilled Society researchers compile, write and edit research papers of general genealogical interest. These bulletins may be purchased by the public for a minimal fee.

The Genealogical Society Library has recently instituted a program of Church branch genealogical libraries. Through an inter-library loan arrangement, individuals in pursuit of genealogy in areas served by the branch genealogical libraries have access to the main Library's microfilm collection. The branches are staffed and financially supported by local members of The Church of Jesus Christ of Latter-day Saints and are usually housed in local Church buildings. Each branch genealogical library builds its own collection of available reference books and periodicals, together with printed genealogies and histories that are not available on film.

The original film records of the Library are stored for protection in the Genealogical Society's Granite Mountain Records Vault. This is a storage facility providing complete protection for negative copies of the microfilm collection.

## Philadelphia Archives

- |   |            |
|---|------------|
| ACADEMY OF NATURAL SCIENCES<br>19th Street and the Parkway  | L04-3921   |
| AMERICAN FRIENDS SERVICE COMMITTEE<br>160 N. 15th Street  | L03-9372   |
| AMERICAN PHILOSOPHICAL SOCIETY LIBRARY<br>105 S. 5th Street<br>EXHIBIT: TREASURES OF THE LIBRARY                                | WA5-9545   |
| THE BALCH INSTITUTE<br>108 Arch Street<br>(Immigration and ethnic history)  | 985-8137   |
| BUCKS COUNTY HISTORICAL SOCIETY<br>Pine and Ashland Streets<br>Doylestown, Pennsylvania   | 1-348-4373 |
| CENTER FOR WOMEN IN MEDICINE, MEDICAL COLLEGE OF PENN<br>3300 Henry Avenue  | 842-7108   |
| CHESTER COUNTY HISTORICAL SOCIETY<br>225 N. High Street<br>West Chester, Pennsylvania   | 1-696-4755 |
| COLLEGE OF PHYSICIANS OF PHILADELPHIA LIBRARY<br>19 S. 22nd Street  | 561-6050   |
| ELEUTHERIAN MILLS HISTORICAL LIBRARY AND THE DU PONT<br>HALL OF RECORDS<br>(See p. 25 in your program)                          |            |
| FEDERAL ARCHIVES AND RECORDS CENTER<br>5000 Wissahickon Avenue  | GE8-5200   |
| FRANKLIN INSTITUTE HISTORICAL COLLECTIONS<br>20th Street and The Parkway<br>(Science and Technology)                            | 448-1442   |
| FREE LIBRARY OF PHILADELPHIA RARE BOOK DEPARTMENT<br>19th and Vine Streets<br>EXHIBIT: HISTORY OF CARICATURE                    | MU6-5416   |
| HAVERFORD COLLEGE, QUAKER COLLECTION<br>College Library<br>Haverford, Pennsylvania<br>EXHIBIT: FRIENDS IN THE REVOLUTIONARY ERA | 649-9600   |
| HISTORICAL SOCIETY OF PENNSYLVANIA<br>1300 Locust Street  | 732-6200   |
| INDEPENDENCE NATIONAL HISTORICAL PARK<br>313 Walnut Street  | 597-7132   |



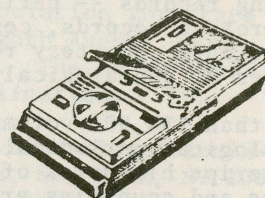
- INA CORPORATION ARCHIVES  
1600 Arch Street 241-3293  
EXHIBIT: EARLY INSURANCE
- LUTHERAN SEMINARY AT PHILADELPHIA  
7301 Germantown Avenue CH7-4874  
EXHIBIT: COINS (SINCE THE 16th CENTURY)  
RELATED TO LUTHERAN REFORMATION
- MOTHER BETHEL A.M.E. CHURCH  
419 S. 6th Street MA7-9693  
(Richard Allen; Black History)
- PHILADELPHIA ARCHDIOCESAN ARCHIVES  
222 N. 17th Street 587-3500
- PHILADELPHIA JEWISH ARCHIVES CENTER  
625 Walnut Street WA3-2729
- PHILADELPHIA MUNICIPAL ARCHIVES  
Room 171 City Hall MU6-2272
- PRESBYTERIAN HISTORICAL SOCIETY  
425 Lombard Street PE5-4433  
EXHIBIT: COMMUNION TOKENS, CHURCH RECORDS
- ROSENBAACH FOUNDATION  
2010 Delancy Place 732-1600  
(Literature, Americana, Book Illustration)
- TEMPLE UNIVERSITY, URBAN ARCHIVES CENTER  
Paley Library 787-8257  
13th and Berks Streets
- TEMPLE UNIVERSITY, CONWELLANA-TEMPLANA COLLECTION  
Paley Library 787-8240  
13th and Berks Streets
- UNIVERSITY OF PENNSYLVANIA ARCHIVES  
North Arcade, Franklin Field 243-7024
- UNIVERSITY OF PENNSYLVANIA-HENRY CHARLES LEA LIBR.  
Van Pelt Building 243-8450  
3420 Walnut Street
- UNIVERSITY OF PENNSYLVANIA, RARE BOOK COLLECTION  
Van Pelt Building 243-7088  
3420 Walnut Street
- UNION LEAGUE OF PHILADELPHIA  
140 S. Broad Street L03-6500  
(Civil War.) EXHIBIT: LEAGUE HISTORY
- WAR LIBRARY AND MUSEUM OF THE MILITARY ORDER  
1805 Pine Street OF THE LOYAL PE5-8196  
(Civil War and Lincoln) LEGION
- WINTERTHUR  
Henry Francis du Pont Winterthur  
Museum Library 1-302-656-859  
Winterthur, Delaware



## Oral History

and

## the mid-atlantic archivist



"Oral History for the Local Historical Society" by Willa K. Baum. Nashville: American Association for State and Local History, 1971.

The title suggests this pamphlet is part of a series which offers advice about oral history to specialized users, e.g., oral history for the university archivist, oral history for the presidential library, etc., the implication being that the content of oral history varies with the functions of the user. In fact little in the sixty-two page booklet is specifically directed toward the local historical society; a more appropriate title would be "An Introduction to Oral History Procedures."

The strength of the booklet lies in a detailed accounting of the oral history process from the selection of respondents through the use of the oral record and transcripts which are its tangible products. Advice on how to interview gets down to particulars and the problem of whether or not to transcribe is discussed at some length. Equipment and tape is treated in eight pages, which is rather luxurious since any tape recorder with capstan drive costing in the neighborhood of \$75.00 will suffice if it doesn't break down and on that not insignificant problem some advice on maintenance would be in order. In sum, anyone conscientiously following Mrs. Baums' recommendations is likely to avoid disaster and may come to share her view that "oral history can be fun for the interviewer, the narrator, and everyone concerned with the work."

However, some qualifications are indicated. While recognizing that not everyone has the characteristics to become an effective interviewer, Mrs. Baum assumes that someone who is effective with one respondent will be effective with others. That just isn't the case. There is no such creature as a universal interviewer because the capacity for empathy -- a key ingredient in effective interviewing -- is based upon shared experience. The information offered as an aid in deciding whether to transcribe suffers from not indicating how the content of



the transcript differs from the content of the oral record. Although common sense and a vast amount of research in linguistics indicate otherwise, it is assumed that the written word carries the content of the oral record. Granted that transcripts prepared according to the procedures Mrs. Baum outlines can be useful to researchers guided by certain purposes and techniques, such transcripts are no substitute for the oral record.

The most notable weakness of the pamphlet is the absence of a frame of reference for evaluating the utility of oral history and the lack of guidelines for determining whether a particular interview is adequate, the topics "What is Oral History" and "Why Oral History" being limited to two pages. These observations do not fault Mrs. Baum since the limitations of this introductory pamphlet reflect the limitations of the literature on oral history, some of which she cites in her bibliography. The effect of these limitations is confusion about the products of oral history and lack of incentive for people interested in oral history to identify aspects of human behavior most appropriately recorded by means of oral history. There is also a problem with definition. Mrs. Baum defines oral history as "the tape recordings of reminiscences about which the narrator can speak from first-hand knowledge." This does not take into account elements in oral history interviews which are unrelated to memory. Among other phenomena, interviews contain elements of self-image development and ego gratification; of an objective nature witness Frances W. Schruben's fascinating article, "An Even Stranger Death of President Harding." Justifying oral history as a substitute for letters and diaries, which is basically an appeal to the conservation of information, also helps confuse what oral history is, namely, documentation of oral interchange between interviewer and respondent, with what it is not, that is, information produced in connection with and contemporary with the subject of study. This justification leads to using oral history to document aspects of human

behavior for which the interview is poorly adapted, that is, reconstructing, long past behavior, while overlooking opportunities for which the interview is highly suited such as documenting how individuals use the past and documenting aspects of contemporary behavior for future use.

Having addressed this review to the academic part of the archivist, I end with a comment for other parts. When an elderly respondent talks with a youthful interviewer about childhood and entry into adulthood, there are vast possibilities for mental uplift all around. Oral history is a grand device for bridging generations. Mrs. Baum's pamphlet is an excellent aid to this end.

oooooooooooooooooooooooooooo

#### HUMPHREY PAPERS DEDUCTION DISALLOWED: NEWMAN INDICTED IN NIXON DEED CASE

The office of Hubert Humphrey recently announced that IRS disallowed a \$199,153 deducted from the Senator's 1969-1972 federal tax returns which was taken in return for a donation of his vice-presidential papers to the Minnesota Historical Society.

The value of Humphrey's papers had been set by Ralph Newman, who had also appraised the pre-presidential papers of Richard Nixon that were donated to the National Archives. Newman was indicted February 19 for his role in the affair in which the former president claimed \$482,000 in deductions. They were disallowed when IRS claimed that the deed for the papers had been backdated. In the Humphrey case, however, there was no question of fraud. IRS ruled that his gift did not qualify as a charitable deduction because he had limited access to his papers for 25 years.



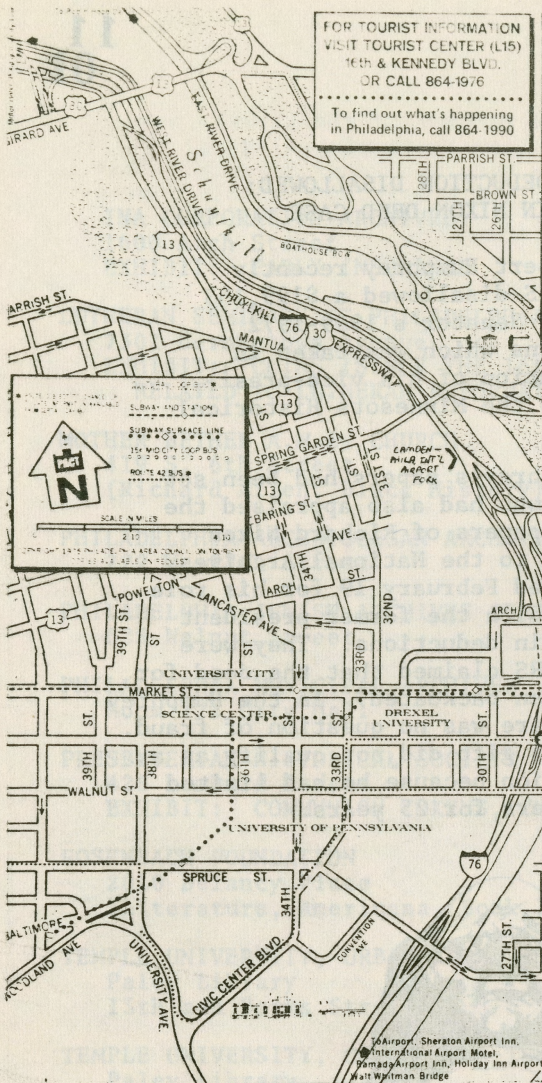
#### Bandleader James Faces Tax Charge

WASHINGTON (UPI) -- The Internal Revenue Service (IRS) has assessed bandleader Harry James nearly \$29,000 in back taxes, charging that the musician took too big a deduction on the gift of his musical scores to the University of Wyoming.

The IRS said James and his wife, Joan had tax deficiencies of \$12,034 in 1968 and \$16,745 in 1969 because the scores and arrangements used by James' orchestra and donated to the university's music department had been appraised far in excess of their real worth.

Before the tax reform act of 1969 made the value of such gifts negligible for tax purposes, artists, musicians, and public figures could donate their papers and works to museums and schools and claim their appraised value as a tax deduction.





FOR TOURIST INFORMATION  
VISIT TOURIST CENTER (L15)  
16TH & KENNEDY BLVD.  
OR CALL 864-1976  
To find out what's happening  
in Philadelphia, call 864-1990

#### HOW TO COME TO PHILADELPHIA AND THE SHERATON HOTEL

- Air** - From Philadelphia International Airport, airport limousines (\$2.80) and taxis (about \$8.00) go directly to hotel. Or a local Airport Express bus (\$1.00) passes 18th and Market Streets, one block from the Sheraton.
- Train** - From 30th Street Station, transfer to a Suburban Station train (\$1.30) and walk underground to the hotel, or take SEPTA bus No. 31 (\$1.35) and get off at 18th Street and walk one block north, or take a taxi (\$3.00).
- Bus** - From the Greyhound Station at 17th and Market Streets, you can walk underground to the Sheraton. From the Trailways Station at 13th and Arch Streets, five blocks away, it is best to take a taxi (about \$2.00).
- Car** - From the Pennsylvania Turnpike, take Exit 24 for I-76 (Schuylkill Expressway), following it about 15 miles. At the fork (Camden - Phila. Int'l Airport) bear left for "Central Phila. Camden" and then exit right almost immediately at 23rd Street. Turn left at Market (4 blocks) and again at 16th, then left again at JFK Blvd.. From the south, follow signs for I-95 at Wilmington-New Jersey Turnpike fork, going past Wilmington and through Chester to Philadelphia International Airport (Route 291). Follow signs for Center City and Schuylkill Expressway, going around Airport Circle and over Penrose Avenue Bridge, and turning left at the first light. Exit from Expressway at Center City - 30th Street, turning right onto Chestnut Street, and then left on 18th Street. Turn right again on Market Street and left on 16th to come to JFK Blvd the right way. From the New Jersey Turnpike, take Exit 4, turn right and exit right at 295 South - follow signs for the Walt Whitman Bridge. After crossing bridge, take Schuylkill Expressway, exiting at Center City - 30th Street (see above).